



CORRECTIONAL CASE RECORDS ADMINISTRATOR
Final Filing Date: October 8, 2009

PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:

DEPARTMENT OF CORRECTIONS AND REHABILITATION [excluding] Prison Industry Authority & California Prison Health Care Services (Plata)]

WHO SHOULD APPLY **COMPETITION LIMITED TO STATE EMPLOYEES**
Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation OR must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; OR 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; OR 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

NOTE: Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or **In person with:**
Department of Corrections and Rehabilitation **Office of Workforce Planning and Selection**
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545
1515 "S" Street, Room 522-N
Sacramento, CA 95811-7243
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Workforce Planning and Selection.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS **October 8, 2009**, is the final filing date. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during **December 2009/ January 2010.**

SALARY RANGE(S) As of: **September 10, 2009**
\$5,576 - \$6,727

MINIMUM QUALIFICATIONS **Either I**
Experience: One year of experience in the California state service performing the duties of a Correctional Case Records Manager.

Or II
Experience: Two years of experience in the California state service performing the duties of a Correctional Case Records Supervisor.

Or III
Experience: Five years of experience in a governmental law enforcement or criminal justice setting, including three years' supervisory experience in the maintenance, processing, and control of criminal case records for persons committed to the jurisdiction of a local, State, or Federal correctional agency. (Experience in the California state service applied toward this requirement must have been acquired at a level of responsibility equivalent to a Correctional Case Records Supervisor). **and**

Education: Equivalent to graduation from college.

NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

Special Personal Characteristics:
Willingness to work in a variety of correctional settings; capacity for assuming progressively greater responsibility; tact; and willingness to travel when required.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS (CONTINUED)

OUT-OF-CLASS EXPERIENCE: A “completion of an out-of-class assignment” memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. **Knowledge of:**
1. Determine and indeterminate sentence and parole laws

2. The classification process and purposes, activities, regulations, and functions of the California Department of Corrections & Rehabilitation, Board of Parole of Hearings, Narcotic Addict Evaluation Authority (within the Board of Parole Hearings) and Division of Juvenile Justice as its operations relate to the California Department of Corrections and Rehabilitation

3. Correctional administration

4. Documents, forms, and processes used in the establishment, maintenance, control and disposition of individual inmate and parolee criminal case records

5. Training methods, planning and conducting in-service training programs

6. Information disclosure statutes

7. California Department of Corrections & Rehabilitation automated record-keeping systems

8. The Department's Equal Employment Opportunity Program objectives

9. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives

10. Principles of effective supervision

11. Administrative principles and practices
- B. **Ability to:**
1. Define, interpret, and take action on legal documents and court orders

2. Analyze inmate records and recognize and correct discrepancies and irregularities

3. Prepare accurate and concise reports

4. Make arithmetical computations

5. Prioritize workload and meet deadlines

6. Read and write English at a level required for successful job performance

7. Make sound decisions and recommendations in regard to the record-keeping function

8. Provide criminal identification services necessary to the administration of California Department of Corrections & Rehabilitation

9. Disseminate information to administrative, legislative, judicial agencies, attorneys and the general public

10. Learn, understand, retain and recall a broad range of highly technical data and apply it to individual cases

11. Follow oral and written instructions

12. Communicate effectively with other staff, inmates and information sources

13. Operate a personal computer to access, enter and retrieve information

14. Progressively perform more difficult and analytical tasks in the correctional case record-keeping process

15. Plan, organize and direct the work of subordinate staff and inmates

16. Plan and prepare personnel, equipment and supply budgets

17. Plan, organize and administer a major program of department-wide scope

18. Effectively contribute to the Department's Equal Employment Opportunity objectives

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list(s) will be abolished **12** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION DESCRIPTION AND LOCATION(S)

A **Correctional Case Records Administrator** (assigned as the Assistant Chief, Correctional Case Record Services or in a field position as a functional supervisor of a major portion of the statewide departmental records function) conducts field audits, interprets and implements laws, provisions of applicable court decisions, and administrative policies; plans and coordinates departmental record-keeping and training-and-development programs; acts as administrative and technical consultant; has functional responsibility over departmental records units; and functions as liaison between headquarters and local administrators in matters related to systems operation and management, and performs other related duties.

Position(s) exist statewide with the Department of Corrections and Rehabilitation.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the “Examination Application.” You will be contacted to make specific arrangements.

VETERANS POINTS/ CAREER CREDITS

Veteran's Preference Points and career credits are not granted in promotional examinations.

SPECIAL REQUIREMENTS

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing (with the exception of the three items listed below) information on arrests regardless of conviction, felony and non-felony convictions, and driving violations. The hiring agency uses the information on this document to determine your suitability to work in correctional records positions.

SPECIAL
REQUIREMENTS
(CONTINUED)

Information collected for a background investigation after the examination is distinct from that required on the Examination Application (Std. Form 678) which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing the Examination Application.

Incidents which you need not disclose:

- (1) The record of such an incident has been sealed in accordance with Penal Code Sections 851.7, 861.8, 1000.5, 1203.45; or
- (2) The record of such an incident has been expunged or is expugnable pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; or
- (3) The conviction was under Health and Safety Code Section 11557 or its successor 11366, when that conviction was stipulated or designated to be a lesser included offense of the offense of possession of marijuana.

However, you must list the conviction if you have received a release (per Penal Code Section 1203.4 or 1203.4a or Welfare and Institutions Section Code 1179 or 1772) or a pardon (per Penal Code Section 4852.16).

GENERAL INFORMATION

It is the candidate’s responsibility to contact the Department of Corrections and Rehabilitations’ Office of Workforce Planning and Selection at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and online at www.spb.ca.gov/jobs/stateapp.htm.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS